

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Clerk-Recorder	(2) MEETING DATE 3/6/2012	(3) CONTACT/PHONE Julie Rodewald 781-5080	
(4) SUBJECT Request to approve a fee for service contract with Integrated Voting Solutions for election printing and mailing services.			
(5) RECOMMENDED ACTION It is recommended that your Board approve and instruct the Chairperson to sign, the fee for service contract for election printing and mailing services with Integrated Voting Solutions (IVS).			
(6) FUNDING SOURCE(S) General Fund	(7) CURRENT YEAR FINANCIAL IMPACT The cost of printing and mailing services varies by election. The new contract with IVS will result in \$15,000 savings in this fiscal year for ballot printing and mailing services.	(8) ANNUAL FINANCIAL IMPACT The cost of printing and mailing services varies by election. Under the new contract, the cost will be between \$85,000 and \$100,000 per election.	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation (Time Est. _____) <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Board Business			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A		(12) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(13) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(14) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
(15) LOCATION MAP N/A	(16) BUSINESS IMPACT STATEMENT? No	(17) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A Date _____	
(18) ADMINISTRATIVE OFFICE REVIEW			
(19) SUPERVISOR DISTRICT(S) All Districts -			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Clerk-Recorder / Julie Rodewald
781-5080

DATE: 3/6/2012

SUBJECT: Request to approve a fee for service contract with Integrated Voting Solutions for election printing and mailing services.

RECOMMENDATION

It is recommended that your Board approve and instruct the Chairperson to sign, the fee for service contract for election printing and mailing services with Integrated Voting Solutions (IVS).

DISCUSSION

The County Clerk-Recorder has utilized Integrated Voting Solutions (IVS) for ballot printing and mailing services since 2005. Over the years, IVS has provided exceptional service; however, several other printing companies have begun to offer the same services. In late 2011, the department engaged in a request for information process in an effort to ensure that the county was getting the best product at the best price. Six proposals were received and reviewed to ensure that they met the Clerk-Recorder's criteria. After review of the proposals and price negotiations, IVS was able to offer significant price reductions and was selected to continue as the County's election printing and mailing services vendor. The IVS proposal continues to offer the exceptional services received in the past, price reductions on all of their services, and, with their location in Fresno, offers the closest access to ballots as well as the least expensive shipping options.

The contract being presented is for three years, through December 31, 2014, with two options for one year extensions. The negotiated price reductions will save the department at least \$15,000 for each of the next two elections, and the contract has built in cost reductions if the county chooses to extend the contract for the additional years.

OTHER AGENCY INVOLVEMENT/IMPACT

County Counsel has approved the contract as to form and legal effect.

FINANCIAL CONSIDERATIONS

The costs of ballot printing and mailing services is dependent on a number of factors, including the number of voters, the size of the ballot and the number of permanent vote-by-mail voters. In the past, printing and mailing services have cost between \$100,000 and \$115,000 per election. The new contract with IVS will reduce those costs by \$15,000-\$20,000 for each election.

RESULTS

Approval of this contract will ensure that the county receives cost effective election ballot printing and mailing services for every election.

ATTACHMENTS

1. Contract with IVS
2. Exhibit A
3. Exhibit B